

SAN ANTONIO POLICE DEPARTMENT ALARM PERMIT APPLICATION (For Single Alarm System)

Permit Fee: **\$10.00 per Residential System**
\$25.00 per Commercial System
No Fee for Government Agencies

Mail to: **San Antonio Police Department**
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283-3948

Phone: (210) 207-8282 Fax (210) 207-4349 TTY (210) 207-4889 (4TTY)

List any known hazards police officers or firefighters may encounter at alarm site, such as explosives, dangerous chemicals, razor/barbed wire.

Please Read Instructions on Reverse Before Filling Out Application, then complete and send to the address above. **Please print clearly or type.**

1. Applicant - the San Antonio Police Department must have the name, driver's license, home address and telephone number of the **person** who will be responsible for the alarm system. **Driver's License number is for identifying Permit Holder Applicants with similar names. A COMPANY NAME IS NOT ACCEPTABLE!**
2. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
3. Please include all ZIP plus four codes and telephone area codes.
4. Application **MUST** include a check or money order payable to the City of San Antonio Alarms Office.

Permit Number	Type of Alarm <input type="checkbox"/> Burglary <input type="checkbox"/> Robbery <input type="checkbox"/> Fire <input type="checkbox"/> Medical/Distress		
	Type of location where system is used (check one only) <input type="checkbox"/> Residential (\$10.00) <input type="checkbox"/> Commercial (\$25.00) <input type="checkbox"/> Governmental (No Fee)(Submit 501c3 letter)		
Issued by	Alarm Company Name		Company Name (if Commercial) Office Name (if Governmental)
	Permit Holder's name (Last, First, Middle Initial) Job Title (If Commercial)		
Expiration Date	Driver's license (State and number)		Day phone number Night phone number
	Home address (include apt., bldg. or unit number)		City, State, ZIP +4
	Address where alarm will be located (include apt., bldg. or unit)		Zip Code
	Address where permit is to be mailed		City, State, Zip +4
	Permit Type: (check one only) <input type="checkbox"/> New Permit <input type="checkbox"/> Renewal <input type="checkbox"/> Information Change (No Charge)		
Date Issued	Permit Number if Renewal or Information Change: _____ Old Alarm Location: _____		
	Is alarm location in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No Gate Code: _____		
	Names and phone numbers of two persons SAPD can contact in an emergency, if we are unable to contact the Permit Holder. (This information is essential)		
	Name	Day Phone Number	Night Phone Number
FOR OFFICE USE ONLY	Name	Day Phone Number	Night Phone Number
	<p>Submit a separate application and fee for each alarm system. Permit is valid for one year from date issued.</p> <p>I have carefully read the completed application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.</p>		

Signature of Applicant/Permit Holder (**Required**)

Date

CONFIDENTIALITY

Section 25-57(i) of the City Code states: "The police and fire departments shall protect all information on an application as confidential information..."

INSTRUCTIONS FOR COMPLETING APPLICATION

Please print clearly or type.

The permit holder must be an individual. Company names are not allowed.

Please include apartment numbers, complete zip codes (zip plus four), and telephone area codes.

Driver's License number is for identifying Permit Holder Applicants with similar names.

Two additional contact persons are required in the event the permit holder cannot be contacted.

PERMIT FEES AND SERVICE FEES EFFECTIVE OCTOBER 1, 2003

PERMIT FEES

Section 25-58 of the City Code of the City of San Antonio establishes the following fees for permits:

TYPE OF PERMIT	NEW	RENEWAL
RESIDENTIAL	\$10	\$10
COMMERCIAL	\$25	\$25
GOVERNMENT	NO FEE	NO FEE (You must submit 501c3, Tax Exempt Letter)
GATED DEVELOPMENT	\$50	NO FEE (THIS PERTAINS TO GATE OPERATORS ONLY AND NOT TO RESIDENTS)

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date.

FALSE ALARM FEES

Section 25-57 and 25-66(a) of the City Code of the City of San Antonio establishes the following fees for false alarms. **Fees must be paid before a permit can be issued/renewed.**

NO PERMIT: \$25.00 for each false alarm.

BURGLARY: There is no service fee for the first five false alarms. A \$50 service fee for the 6th and successive false alarms within the 12-month permit cycle.

ROBBERY: There is no service fee for the first false alarm.
(Includes panic \$100 for the 2nd and 3rd false alarms.
and duress alarms) \$150 for the 4th false alarm.
\$250 for the 5th and successive false alarms within the 12-month permit cycle.

FIRE: There is no service fee for the first three false alarms.
\$50 for the 4th false alarm.
\$100 for the 5th and successive false alarms within the 12-month permit cycle.

ADDITIONAL INFORMATION

Failure to have a valid alarm permit can result in fines from \$300-\$500 for each false alarm.

Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.

It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company.

If you have any questions, please call the San Antonio Police Department Alarms Investigation Office at (210) 207-8282. Business hours are from 7:45 a.m. - 4:30 p.m., Monday through Friday. We are closed on official holidays.

Mailing address:
San Antonio Police Department
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283-3948

Other Info: Phone: (210) 207-8282
Fax: (210) 207-4349
TTY: (210) 207-4889 (4TTY)
Physical Location: 214 W. Nueva Street
Web Site: <http://www.sanantonio.gov/sapd>